

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	SUMMONS Criminal	CASE NO. DISTRICT CIRCUIT
ORI MI-	Court address	Court telephone no.
Defendant's name and address THE PEOPLE OF THE STATE OF MICHIGAN v		Victim or complainant Complaining witness
Co-defendant(s)		Date: On or about
City/Twp./Village	County in Michigan	Defendant CTN
Police agency report no.		Defendant SID
Charge		Defendant DOB
Maximum penalty		Defendant DLN
Witnesses		

STATE OF MICHIGAN, COUNTY OF _____ .

The complaining witness has filed a sworn complaint in this court stating that on the date and the location described, the defendant, contrary to law,

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN

TAKE NOTICE: YOU ARE SUMMONED TO APPEAR for arraignment on _____
Day and date

at _____ m., at ☐ the address above ☐ _____, Michigan,
Time Location

before the presiding judge. If you fail to appear, a warrant will be issued for your arrest upon the prosecutor's request.

This summons expires on the date of hearing. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

Requested on _____ by: <div style="text-align: center; margin-top: -10px;">Date</div> _____ Prosecuting official

This document must be sealed by the seal of the court.

Date

Judge/Magistrate/Court clerk

Bar no.

SUMMONS, Criminal**PROOF OF SERVICE**

Case No. _____

CERTIFICATE / AFFIDAVIT OF SERVICE / NON-SERVICE☐ **OFFICER CERTIFICATE**

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notary not required)

OR☐ **AFFIDAVIT OF PROCESS SERVER**

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notary required)

- ☐ I served personally a copy of the summons,
☐ I served by registered or certified mail (copy of return receipt attached) a copy of the summons,

together with _____, on:
Attachment

Defendant's name	Complete address(es) of service	Day, date, time

- ☐ After diligent search and inquiry, I have been unable to find and serve:

I have made the following efforts in attempting to serve process: _____

- ☐ I have personally attempted to serve the summons, together with _____
Attachment

_____ on _____
Name

at _____ and have been unable to complete service because
Address

the address was incorrect at the time of filing.

Service fee	Miles traveled	Mileage fee	Total fee
\$		\$	\$

Signature _____

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons, together with _____
Attachment

_____ on _____
Day, date, time

_____ on behalf of _____
Signature